



DEPARTMENT OF THE NAVY
OFFICE OF THE UNDER SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SRB-11-01
AAUSN/FMD

MEMORANDUM FOR DISTRIBUTION

NOV 13 2008

SUBJECT: Guidance for the Preparation and Submission of Budget Estimates for the Fiscal Year (FY) 2011 Secretariat Review Board (SRB)

Ref: (a) SECNAVINST 5430.7P dtd 26 June 2008

Purpose: To provide instructions on the SRB process for the FY 2011 program/budget cycle.

Background: In reference (a), the Secretary of the Navy directed the Under Secretary of the Navy to Chair the SRB. The Assistant for Administration, Under Secretary of the Navy (AAUSN) serves as the Secretariat resource manager for the Under Secretary. In the SRB process, Secretariat activities use a zero-based budgeting approach to report programmed resources and assess financial requirements. This information is submitted via SRB exhibits that must match resources to activity mission priorities. Activities submit emergent unfunded requirements and identify cost savings and efficiencies.

Guidance: Building upon the success of six previous SRB program/budget review cycles, FY 2011 SRB process calls for submission of SRB exhibits and emergent unfunded requirements to the AAUSN Financial Management Division (FMD) **no later than 15 December 2008**. In formulating submission materials, activities should select the most cost effective methods for operating programs and ensure that savings are being harvested from efficiencies. Further, new programs or initiatives increase their chance of being approved by identifying direct return on investments, performance measures, and providing offsets from currently funded programs. The importance of presenting rigorously assessed requirements with explicit cost-benefit analysis cannot be overemphasized. Attachment (1) has been developed to help your staffs address this criterion. Additionally, please be aware that:

1. SRB 11 covers funding profiles for fiscal years 2011 through 2015.
2. Department of the Navy (DON) -wide or "must pay" bills for programs that you are responsible for managing will be given first consideration and they will be prioritized ahead of any other issues you submit.
3. Requirements or capabilities directed by SECNAV or mandated by Office of the Secretary of Defense (OSD) guidance should be accompanied by source

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documentation defining the new requirement or directing stand-up of the new capability.

4. Military Manpower issues should use the DON Programming Rates contained in attachment (2).

Scope and Content: For purposes of these reviews, SRB submissions are required for all Operation and Maintenance, Navy (O&M,N), Other Procurement, Navy (OPN) and Research, Development, Test and Evaluation, Navy (RDT&E,N) accounts. Completion of the SRB exhibit, attachment (3), will provide a detailed breakout of resources consistent with your FY 2010/2011 OSD Budget Controls. The SRB Exhibit describes activity baseline resources, including Information Technology (IT) resources and Navy/Marine Corps Intranet (NMCI) resources. Detailed information on completing the SRB exhibit template and emergent unfunded requirements is contained in attachment (4).

Action: Please submit requested information no later than the dates provided in the following schedule and attachment (5). Missed deadlines will result in deferral of your issues until the next programming cycle. Additional guidance and assistance in preparing information is available from Mr. Dave Nugent, AAUSN Comptroller at david.nugent@navy.mil or (703) 693-0321.

Schedule:

- | | |
|-------------|---|
| 15 December | - Completed SRB exhibits and SRB Emergent Requirements entered into SARMIS Unfunded Issue Tracking Module (UITM). Attachment (6) provides directions on the use of UITM., |
| 15 December | - SRB Emergent Issue Questionnaire due to AAUSN. |
| 18 December | - Issues grouped by family will be provided to cognizant SRB Member for endorsement. |
| 30 December | - Memorandum of Endorsement due to AAUSN FMD |
| 1 March | - Submission of NC4 and MOA/MOU for proposed functional transfers due |
| TBD | - SRB meeting dates to follow in subsequent guidance |



David Nugent
Director, Financial Management Division

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Attachments:

1. SRB Emergent Issue Questionnaire
2. Military Composite Standard Pay and Reimbursement Rates
3. SRB Exhibit template
4. SRB Detailed Instructions
5. SRB Draft Timeline
6. Directions for use of SARMIS Unfunded Issue Tracking Module (UITM)

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